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| <b>Date of last review:</b> | Sept 2026 | <b>Review period:</b> | Annual                                                                     |
| <b>Date of next review:</b> | Sept 2027 | <b>Owner:</b>         | Polly Bailey<br>(Academy<br>Leader)<br><br>Cat Southward<br>(Allergy Lead) |



## School Allergy Policy

*‘Empowering a Future Generation’*

## History of Policy Changes

| Date      | Section | Change                        | Origin of Change |
|-----------|---------|-------------------------------|------------------|
| Sept 2026 |         | New policy for September 2026 |                  |
|           |         |                               |                  |
|           |         |                               |                  |
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## Contents

|           |                                                                   |           |
|-----------|-------------------------------------------------------------------|-----------|
| <b>1</b>  | <b>Policy Aims and Objectives .....</b>                           | <b>4</b>  |
| <b>2</b>  | <b>Legislation and Guidance .....</b>                             | <b>5</b>  |
| <b>3</b>  | <b>Roles and Responsibilities .....</b>                           | <b>5</b>  |
| <b>4</b>  | <b>Assessing Risk and Individual Healthcare Plans.....</b>        | <b>6</b>  |
| <b>5</b>  | <b>Preventing Exposure to Allergens and Minimising Risk .....</b> | <b>7</b>  |
| <b>6</b>  | <b>Procedures for handling an allergic reaction .....</b>         | <b>9</b>  |
| <b>7</b>  | <b>Adrenaline auto-injectors (AAIs).....</b>                      | <b>10</b> |
| <b>8</b>  | <b>Training.....</b>                                              | <b>12</b> |
| <b>9</b>  | <b>Reporting of Anaphylaxis Events .....</b>                      | <b>12</b> |
| <b>10</b> | <b>Links to other Policies .....</b>                              | <b>12</b> |

## 1 Policy Aims and Objectives

The aim of this policy is to provide a safe and inclusive environment for all pupils, staff and visitors with allergies. The school recognises that allergies can have a significant impact on an individual's health and wellbeing and that severe allergic reactions (anaphylaxis) can be life-threatening.

This policy outlines the school's responsibilities for identifying, managing and responding to allergic conditions while promoting inclusion and reducing unnecessary risks.

### **The policy will include:**

- How the school's with management allergies, including reducing the risk of exposure and the procedures in place in case of allergic reaction
- How the school supports pupils with allergies to ensure their wellbeing and inclusion
- How the school promotes and maintain allergy awareness among the school community

### **The objectives of this policy are to:**

- Identify pupils with allergies as early as possible
- Reduce exposure to known allergens where reasonably practicable.
- Ensure staff understand allergy management.
- Respond effectively in an emergency.
- Support pupils to participate fully in school life
- Work closely with parents, carers and healthcare professionals.

## 2 Legislation and Guidance

This policy is based on the Department for Education (DfE)'s guidance on [allergies in schools](#) and [supporting pupils with medical conditions at school](#), the Department of Health and Social Care's guidance on [using emergency adrenaline auto-injectors in schools](#), and the following legislation:

[The Food Information Regulations 2014](#)

[The Food Information \(Amendment\) \(England\) Regulations 2019](#)

## 3 Roles and Responsibilities

The School takes a whole-school approach to allergy awareness.

### 3.1 Allergy lead

The nominated allergy lead is **Cat Southward**.

**They're responsible for:**

- Promoting and maintaining allergy awareness across our school community
- Recording and collating allergy and special dietary information for all relevant pupils

Ensuring:

- All allergy information is up to date and readily available to relevant members of staff
- All pupils with allergies have an allergy action plan completed by a medical professional
- All staff receive an appropriate level of allergy training
- All staff are aware of the school's policy and procedures regarding allergies
- Relevant staff are aware of what activities need an allergy risk assessment
- Keeping stock of the school's adrenaline auto-injectors (AAIs)
- Regularly reviewing and updating the allergy policy

### 3.2 School nurse/medical officer/ First Aiders / Admin Staff

The **Admin Staff** are responsible for:

- Co-ordinating the paperwork and information from families
- **Letters and forms will be sent to families**
- Co-ordinating medication with families
- Checking spare AAIs are in date
- Any other appropriate tasks delegated by the allergy lead
- Will maintain and keep up to date the Schools Allergy register
- **Our allergy register will be stored on MedicalTracker**

### 3.3 Teaching and support staff

All teaching and support staff are responsible for:

- Promoting and maintaining allergy awareness among pupils
- Maintaining awareness of our allergy policy and procedures
- Being able to recognise the signs of severe allergic reactions and anaphylaxis
- Attending appropriate allergy training as required
- Being aware of specific pupils with allergies in their care
- Carefully considering the use of food or other potential allergens in lesson and activity planning
- Ensuring the wellbeing and inclusion of pupils with allergies

### **3.4 Parents/carers**

Parents/carers are responsible for:

- Being aware of our school's allergy policy
- Providing the school with up-to-date details of their child's medical needs, dietary requirements, and any history of allergies, reactions and anaphylaxis
- If required, providing their child with 2 in-date adrenaline auto-injectors and any other medication, including inhalers, antihistamine etc., and making sure these are replaced in a timely manner
- Carefully considering the food they provide to their child as packed lunches and snacks, and trying to limit the number of allergens included
- Following the school's guidance on food brought in to be shared
- Updating the school on any changes to their child's condition

### **3.5 Pupils with allergies**

These pupils are responsible for:

- Being aware of their allergens and the risks they pose
- Understanding how and when to use their adrenaline auto-injector
- If age-appropriate, carrying their adrenaline auto-injector on their person and only using it for its intended purpose

### **3.6 Pupils without allergies**

These pupils are responsible for:

- Being aware of allergens and the risk they pose to their peers

Older pupils might also be expected to support their peers and staff in the case of an emergency.

## **4 Assessing Risk and Individual Healthcare Plans**

An Individual Healthcare Plan will be produced for every pupil with a diagnosed allergy where there is a risk of an allergic reaction, particularly where there is a risk of anaphylaxis. The plan should be developed in partnership with the pupil (where appropriate), parents or carers, healthcare professionals and relevant school staff.

The individual Healthcare Plan should include:

- Photo of the pupil
- Known allergens
- Signs and symptoms
- Specific medical information to the pupils allergy
- Medication prescribed
- Emergency procedures
- Emergency contacts
- How the allergy is managed on a daily basis
- Responsibilities of Parents, Teachers, First Aiders etc
- How the staff are going to be made aware of the allergy/ emergency procedures
- Consent from the parent for the school to administer medication

Individual Health care plans should be reviewed annually or as and when allergic reactions occur.

The School will also need to consider the risks for the pupil taking part in:

- Lessons such as food technology
- Science experiments involving foods
- Crafts using food packaging
- Off-site events and school trips

Any other activities involving animals or food, such as animal handling experiences or baking

A risk assessment for any pupil at risk of an allergic reaction will also be carried out where a visitor requires a guide dog.

## 5 Preventing Exposure to Allergens and Minimising Risk

Adapt the following sections – your school's approach to risk reduction must be specific to your context. Use the suggestions below to help you get started.

### 5.1 Hygiene procedures

Set out what measures you'll take to prevent contamination in your school, such as:

- Pupils are reminded to wash their hands before and after eating
- Sharing of food is not allowed
- Pupils have their own named water bottles

### 5.2 Catering

The school is committed to providing safe food options to meet the dietary needs of pupils with allergies.

Catering staff receive appropriate training and are able to identify pupils with allergies.

School menus are available for parents/carers to view with ingredients clearly labelled.

Where changes are made to school menus, we will make sure these continue to meet any special dietary needs of pupils.

Food allergen information relating to the 'top 14' allergens is displayed on the packaging of all food products, allowing pupils and staff to make safer choices. Allergen information labelling will follow all [legal requirements](#) that apply to naming the food and listing ingredients, as outlined by the Food Standards Agency (FSA).

Catering staff follow hygiene and allergy procedures when preparing food to avoid cross-contamination.

### **5.3 Food restrictions**

We acknowledge that it is impractical to enforce an allergen-free school. However, we would like to encourage pupils and staff to avoid certain high-risk foods to reduce the chances of someone experiencing a reaction.

These foods include:

- Packaged nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut butter or chocolate spreads containing nuts
- Peanut-based sauces, such as satay
- Sesame seeds and foods containing sesame seeds
- If a pupil brings these foods into school, they may be asked to eat them away from others to minimise the risk, or the food may be confiscated.
- We have asked families not to provide any sweets/cake items when it is their child's birthday

### **5.4 Insect bites/stings**

When outdoors:

- Shoes should always be worn
- Food and drink should be covered
- Bins will be emptied regularly
- Staff will be vigilant to insects and remind children to avoid areas where they have identified a risk

### **5.5 Animals**

All pupils will always wash hands after interacting with animals to avoid putting pupils with allergies at risk through later contact

Pupils with animal allergies will not interact with animals

### **5.6 Support for mental health**

Pupils with allergies will have additional support through:

- Pastoral care
- Regular check-ins with a trusted adult

Staff will work with parents/carers to provide appropriate support.

### 5.7 Events and school trips

For events, including ones that take place outside of the school, and school trips, no pupils with allergies will be excluded from taking part

The school will plan accordingly for all events and school trips, and arrange for the staff members involved to be aware of pupils' allergies and to have received adequate training

Appropriate measures will be taken in line with the schools AAI protocols for off-site events and school trips

## 6 Procedures for handling an allergic reaction

### 6.1 Register of pupils with AAI

The school maintains a register of pupils who have been prescribed AAI or where a doctor has provided a written plan recommending AAI to be used in the event of anaphylaxis. The register includes:

- Known allergens and risk factors for anaphylaxis
- Whether a pupil has been prescribed AAI(s) (and if so, what type and dose)
- Where a pupil has been prescribed an AAI, whether parental consent has been given for use of the spare AAI, which may be different to the personal AAI prescribed for the pupil
- A photograph of each pupil to allow a visual check to be made (this will require parental consent)

The register is kept in every classroom and can be checked quickly by any member of staff as part of initiating an emergency response.

Allowing all pupils to keep their AAI with them will reduce delays and allows for confirmation of consent without the need to check the register.

### 6.2 Allergic reaction procedures

As part of the whole-school awareness approach to allergies, all staff are trained in the school's allergic reaction procedure, and to recognise the signs of anaphylaxis and respond appropriately

Staff are trained in the administration of AAI to minimise delays in pupil's receiving adrenaline in an emergency

If a pupil has an allergic reaction, the staff member will initiate the school's emergency response plan, following the pupil's allergy action plan

- If an AAI needs to be administered, a member of staff will use the pupil's own AAI, or if it is not available, a school one

If the pupil has no allergy action plan, staff will follow the school's procedures on responding to allergy and, if needed, the school's normal emergency procedures.

Staff will:

1. **Assess the pupil's symptoms immediately** and remain with the child at all times.
2. **Send for a qualified first aider** and notify the school office without delay.
3. **Call 999 immediately** if the pupil is showing signs of anaphylaxis or a serious allergic reaction.  
Symptoms may include:
  - Difficulty breathing or wheezing
  - Swelling of the lips, tongue, throat or face
  - Difficulty swallowing or speaking
  - Persistent coughing
  - Dizziness, collapse or loss of consciousness

- Pale, clammy skin
- Signs of shock
- 4. **Administer an adrenaline auto-injector (AAI)** if one is available and staff believe the pupil is experiencing anaphylaxis. This may be the pupil's prescribed AAI or the school's emergency spare AAI, where available and staff are trained to use it.
- 5. **Position the pupil appropriately:**
  - Keep them lying flat with legs raised if they feel faint.
  - If breathing is difficult, allow them to sit up.
  - Do not allow the pupil to stand or walk.
- 6. **Monitor the pupil continuously** while waiting for emergency services.
- 7. If symptoms do not improve after 5 minutes and a second AAI is available, a second dose may be administered in line with current medical guidance.
- 8. **Contact parents/carers as soon as possible** to inform them of the situation and the action taken.
- 9. Following any administration of adrenaline, the pupil must be taken to hospital for further assessment, even if symptoms appear to have improved.

A school AAI device will be used instead of the pupil's own AAI device if:

- Medical authorisation and written parental consent have been provided, or
- The pupil's own prescribed AAI(s) are not immediately available (for example, because they are broken, out-of-date, have misfired or been wrongly administered)
- If a pupil needs to be taken to hospital, staff will stay with the pupil until the parent/carer arrives, or accompany the pupil to hospital by ambulance
- If the allergic reaction is mild (e.g. skin rash, itching or sneezing), the pupil will be monitored and the parents/carers informed

## 7 Adrenaline auto-injectors (AAIs)

### 7.1 Purchasing of spare AAIs

The allergy lead is responsible for buying AAIs and ensuring they are stored according to the guidance. The allergy lead will have a signed letter from the Headteacher requesting the purchase of AAIs for the School.

The school will obtain spare AAIs through an approved supplier or local pharmacy. The school may subscribe to a specialist provider, such as **Kitt Medical**, which supplies emergency adrenaline pens, replacement medication before expiry, staff training, incident reporting systems and allergy management resources. Spare AAIs may also be purchased directly from a pharmacy using a signed order from the Headteacher in accordance with the Human Medicines Regulations

### Quantity of Spare AAIs

The school will maintain a minimum of:

- Two spare AAIs in a central, in the medical room within school. These will be wall mounted for easy access.

In line with Department for Education guidance and the age profile of pupils attending the school, the school will normally hold:

- **150 microgram AAI**s for younger children (typically under 30kg).
- **300 microgram AAI**s for older primary-aged children and those weighing over 30kg.
- 

To avoid confusion and ensure staff confidence in administering medication, the school will purchase and maintain a single brand of AAI wherever possible. The school's chosen brand is: EpiPen. If supply issues require the purchase of a different brand, appropriate staff training will be provided before the device is introduced for use.

## **7.2 Storage (of both spare and prescribed AAI)s**

The allergy lead will make sure all AAI)s are:

- Stored at room temperature (in line with manufacturer's guidelines), protected from direct sunlight and extremes of temperature
- Kept in a safe and suitably central location to which all staff have access at all times, but is out of the reach and sight of children
- **Not** locked away, but accessible and available for use at all times
- **Not** located more than 5 minutes away from where they may be needed
- Spare AAI)s will be kept separate from any pupil's own prescribed AAI, and clearly labelled to avoid confusion.

## **7.3 Maintenance (of spare AAI)s**

Cat Southward and Craig Angel are responsible for checking monthly that:

- The AAI)s are present and in date
- Replacement AAI)s are obtained when the expiry date is near

## **7.4 Disposal**

AAI)s can only be used once. Once a AAI has been used, it will be disposed of in line with the manufacturer's instructions. The school will ensure that all adrenaline auto-injectors (AAI)s, including pupils' prescribed devices and the school's emergency AAI)s, are disposed of safely and in accordance with healthcare waste guidance.

## **7.5 Use of AAI)s off school premises**

Pupils at risk of anaphylaxis who are able to administer their own AAI)s should carry their own AAI with them on school trips and off-site events

For all educational visits, sporting events and off-site activities, the visit leader will ensure that pupils at risk of anaphylaxis have immediate access to their prescribed AAI)s.

Where a school-held spare AAI is available, a suitably trained member of staff will take the spare AAI on visits where a pupil known to be at risk of anaphylaxis is attending. Risk assessments will identify how emergency medication will be stored, accessed and administered during the visit.

## **7.6 Emergency anaphylaxis kit**

The school holds an emergency anaphylaxis kit. This includes:

- Spare AAIs
- Instructions for the use of AAIs
- Instructions on storage
- Manufacturer's information
- A checklist of injectors, identified by batch number and expiry date with monthly checks recorded
- A note of arrangements for replacing injectors
- A list of pupils to whom the AAI can be administered
- A record of when AAIs have been administered

## 8 Training

The school is committed to training all staff in allergy response. This training will be provided to staff via The Key.

The training will include:

- How to reduce and prevent the risk of allergic reactions
- How to spot the signs of allergic reactions (including anaphylaxis)
- The importance of acting quickly in the case of anaphylaxis
- Where AAIs are kept on the school site, and how to access them
- How to administer AAIs
- The wellbeing and inclusion implications of allergies

Staff will complete this training each September or as part of their induction process if they join during the academic year.

## 9 Reporting of Anaphylaxis Events

In the event of an anaphylaxis event occurring the school will following the normal reporting procedures of logging a medical event on Every Compliance.

This includes:

- **A serious incident** is any event relating directly to a medical condition (including allergy) in which a child, young person, member of staff or visitor with a medical condition or allergy is harmed or is placed at an immediate and significant risk of harm, including situations requiring emergency medication, urgent clinical intervention or attendance by emergency services.
- **A near miss** is an event relating directly to a medical condition (including allergy) that did not result in harm but had the clear potential to do so, for example, where an error, omission, or system failure could reasonably have led to a serious incident had circumstances been only slightly different.

Every Compliance will notify Head of Estates, Estates Advisor, Headteacher and Head of Safeguarding allowing for a quick investigation to be commenced. Investigation templates are available to schools on Every Compliance to support with investigating the near miss or serious incident.

## 10 Links to other Policies

- This policy links to the following policies and procedures:
- Health and safety policy



- Supporting pupils at School with medical conditions policy
- School food policy